

Aquatic Use Authorization for State-Owned Aquatic Lands



Application Phase

Review and Issuance Phase

Appeal Phase

Applicant
Start

Department of Natural Resources

Public or Other Interested Party

(A) Applicant wishes to conduct work on state-owned aquatic lands. An Aquatic Use Authorization will be required

(B) Applicant completes the Application for Authorization to Use State-Owned Aquatic Lands. The project may require additional permits as required by governmental agencies. These are to be included with the application

(C) Applicant submits the completed application and other required permits along with the \$25 processing fee to the Department of Natural Resources (DNR) regional office

DNR regional office receives the application and fee. Forwards the application to the project site Land Manager.

Applicant re-submits application with additional information requested by the Land Manager

Land Manager reviews the application for completeness.

Incomplete

Complete

Land Manager determines whether or not land is available to lease

Land is available

Land is unavailable

Land Manager evaluates proposed uses.

DNR Regional Support sends applicant a letter detailing requirements needed to continue the application process.

Applicant completes the requirements

Land Manager drafts contract and calculates rent. Contacts the applicant to discuss the lease terms.

Applicant reviews lease terms. May propose changes

Land Manager reviews the proposed changes to the lease terms and makes suggestions to his/her supervisor.

Applicant signs, notarizes, and returns the packet, along with the pre-bill payment, to DNR regional office.

Lease contract packet is mailed to the applicant. Packet includes two contracts, the transmittal letter, and the pre-bill.

Assistant Region Manager reviews the Lease conditions and rent

Agrees

Disagrees

Authorization Lease Granted

Authorization Denied

Within 30 days of notification of rent due

Applicant may appeal the proposed rent once they receive notification of rent due

6 months to a year from the receipt of a complete application

Legend:

(A) =Hyperlink

→ =Progression

→ =Revision

.....→ =Optional

For more information on this or any permitting process visit <http://www.ora.wa.gov> or call the Washington State Office of Regulatory Assistance at (800) 917-0043.